

## **CHECK-OFF LIST OF ITEMS NEEDED FOR BACKGROUND**

<b>Submit <i>WITH</i> your background packet:</b>	
	Credit Report
	Work Related Items – performance evaluations, letters of commendation / discipline, etc.
	Memorandum Regarding: Intent and Interest in the position applied for.
	Memorandum Regarding: What you have done to prepare for the position.
	Memorandum(s) Regarding: Any criminal incident or special issue (if applicable).
	AZPOST Personal History Form ( <b>Police Officer Applicants ONLY</b> )
	Address Labels for the Five (5) Personal References
	Address Labels for <i>All</i> Past and Current Employer(s)

<b>Bring with you at the time of your background interview:</b> <b>(Please do not hold off submitting your background packet waiting for these items)</b>	
	Birth Certificate <i>Original</i>
	Naturalization / Right to Work Papers <i>Original</i>
	Social Security Card <i>Original</i>
	Drivers License / State Identification Card <i>Original</i>
	Military Discharge - DD214, page 4 <i>Original</i>
	Other Military Paperwork
	Name Change Documents <i>Original</i>
	Marriage Certificate (s)
	Divorce Decree (s)
	High School Transcript <i>Original &amp; Sealed</i>
	College Transcript (s) <i>Original &amp; Sealed</i>
	Other items:

**Contact Sue Sola at 480-312-1931 ([ssola@scottsdaleaz.gov](mailto:ssola@scottsdaleaz.gov)) if you have questions.**